

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

GWU's Contemporary Executive Development Alumni Meeting

FROM:  
Harry E. Fitzwater  
Deputy Director for Administration  
7D 24 Hqs

EXTENSION

NO.

DDA 84-3785/1

DATE

4 January 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director  
7D 55 Hqs

07 JAN 1985

Hms

2. DDA

Hang - thanks you.

DT

3.

4.

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7.

8.

9.

10.

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12.

13.

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15.



L 305

DDA 84-3785/1

4 JAN 1985

NOTE FOR: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: GWU's Contemporary Executive Development Alumni Meeting

STAT

REFERENCE: PRS Note to EXDIR fm C/OTS/CG, dtd 18 Dec 84, re same subject (ER 84-10416)

STAT

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Jim,

It would not be practical for the Executive Dining Room to serve a banquet group of this number [ ] since we have neither the staff, dishes, or silverware to feed this many. Jim McDonald called [ ] and suggested that he consider using the North Cafeteria, the Executive Dining Room Staff could provide cocktails and an expanded buffet service, or, if they wanted a full sit-down meal, arrangements could probably be made with GSI. [ ] thought the cocktail buffet might be fine and Jim put him directly in touch with Barbara in the Executive Dining Room to work out possible arrangements and then get back to the Alumni Association. If everyone approves, we will also make necessary arrangements for security, parking, and any other support necessary. We will leave it to [ ] to make his own arrangements for an Agency speaker.

STAT

STAT

  
Harry E. Fitzwater
Attachment:  
Reference

ADDA/JHMcDonald; [ ] (3Jan85)

STAT

Distribution:

- Orig - EXDIR w/att
- 1 - ER w/att
- 1 - DDA Subj w/att
- 1 - DDA Chrono
- 1 - HEF Chrono
- 1 - ADDA Chrono

  
DCI  
EXEC  
REG

L305